

Hotel and Restaurant Management (HRM) - H0080 H0081
Baseline Standards
FY 2018

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
2	Updating the Baseline Standards Form.	Deepu Kurian, Dir . Bus Ops	Theodore Liang, DBA
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Chantal Atanley, Fin Asst 2	Silvia Vera, Fin Coordinator 1
2	Reviewing cost center verifications.	Deepu Kurian, Dir . Bus Ops	Theodore Liang, DBA
3	Approving cost center verifications.	Deepu Kurian, Dir . Bus Ops	Theodore Liang, DBA
4	Ensuring all cost centers are verified/approved on a timely basis.	Deepu Kurian, Dir . Bus Ops	Theodore Liang, DBA
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Silvia Vera, Fin Coordinator 1	Chantal Atanley, Fin Asst 2
2	Ensuring the validity of travel and expense reimbursements.	Chantal Atanley, Fin Asst 2	Silvia Vera, Fin Coordinator 1
3	Ensuring that goods and services are received and that timely payment is made.	Silvia Vera, Fin Coordinator 1	Alfredo Fernandez, Fin Asst 2
4	Ensuring correct account coding on purchases documents.	Silvia Vera, Fin Coordinator 1	Theodore Liang, DBA
5	Primary contact for inquiries to expenditure transactions.	Silvia Vera, Fin Coordinator 1	Theodore Liang, DBA
PAYROLL / HUMAN RESOURCES			
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA
4	Completing termination clearance procedures.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
6	Maintaining departmental Personnel files.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA
7	Ensuring valid authorization of new hires.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA
8	Ensuring valid authorization of changes in compensation rates.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
9	Ensuring the accurate input of changes to the HR System.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA
10	Consistent and efficient responses to inquiries.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA

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CASH HANDLING			
1	Collecting cash, checks, etc.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
2	Reconciling cash, checks, etc. to receipts.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
3	Preparing deposits.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
4	Preparing Journal Entries.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
5	Verifying deposits posted correctly in the Finance System.	Chantal Atanley, Fin Asst 2	Theodore Liang, DBA
6	Adequacy of physical safeguards of cash receipts and equivalent.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
7	Secure deposits via UHDPS to Student Financial Services.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
8	Ensuring deposits are made timely.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Flor Montelongo, Asst. Bus Admin	Theodore Liang, DBA
10	Updating Cash Handling Procedures as needed.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
11	Distribution of Cash Handling Procedures to employees who handle cash.	Deepu Kurian, Dir . Bus Ops	Theodore Liang, DBA
12	Consistent and efficient responses to inquiries.	Puja Patel, Fin Asst 2	Alfredo Fernandez, Fin Asst 2
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	N/A
2	Ensuring petty cash disbursements are not for more than \$100.	N/A	N/A
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	N/A
4	Approving petty cash disbursements.	N/A	N/A
5	Replenishing the petty cash fund timely.	N/A	N/A
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Silvia Vera, Fin Coordinator 1	Deepu Kurian, Dir . Bus Ops
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Alfredo Fernandez, Fin Asst 2	Theodore Liang, DBA
2	Ensuring the annual inventory was completed correctly.	Alfredo Fernandez, Fin Asst 2	Theodore Liang, DBA
3	Tagging equipment.	Gautam Taneja, Mgr - HRM IT	Theodore Liang, DBA
4	Approving requests for removal of equipment from campus.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Theodore Liang, DBA	Deepu Kurian, Dir . Bus Ops

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ACCOUNTS RECEIVABLE			
1	Extending of credit.	Deepu Kurian, Dir . Bus Ops	Alfredo Fernandez, Fin Asst 2
2	Billing.	Alfredo Fernandez, Fin Asst 2	Theodore Liang, DBA
3	Collection.	Alfredo Fernandez, Fin Asst 2	Theodore Liang, DBA
4	Recording.	Alfredo Fernandez, Fin Asst 2	Theodore Liang, DBA
5	Monitoring credit extended.	Alfredo Fernandez, Fin Asst 2	Theodore Liang, DBA
6	Approving write-offs.	Dr. Dennis Reynolds, Dean	Deepu Kurian, Dir . Bus Ops
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Deepu Kurian, Dir . Bus Ops	Theodore Liang, DBA
2	Ensuring that research expenditures are covered by funds from sponsors.	Deepu Kurian, Dir . Bus Ops	Theodore Liang, DBA
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Gautam Taneja, Mgr - HRM IT	Michael Scott, Director -IT
2	Ensuring that critical data back up occurs.	Gautam Taneja, Mgr - HRM IT	Michael Scott, Director -IT
3	Ensuring that procedures such as password controls are followed.	Gautam Taneja, Mgr - HRM IT	Michael Scott, Director -IT
4	Reporting of suspected security violations.	Gautam Taneja, Mgr - HRM IT	Michael Scott, Director -IT